

Civil Service Commission

Department Description

The Civil Service Commission is part of the checks and balances of city government. It maintains a merit system of employment to ensure that the City of Columbus has a competent workforce. To do this, it manages the city's job classification plan by maintaining current job descriptions for the city workforce, continually updating the city's job classes and standardizing their use. The commission also works with city agencies to establish hiring criteria for city jobs and then assesses the qualifications of applicants against these criteria. The commission ensures that individuals hired to work for the City of Columbus are qualified for the work to be performed, are compensated appropriately and meet the city's residency requirement. Each pay period, the commission reviews each personnel transaction and then certifies that the city's employees have been employed and are being paid in accordance with the City Charter, city ordinances and commission rules.

Department Mission

To ensure that the City of Columbus has a qualified workforce dedicated to serving its citizens.

Department Goals, Objectives and Performance Measures

Goal: To ensure that city employees are highly qualified

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Maintain 100 percent of current eligibility lists for sworn ranks	Percent of eligible lists for the sworn ranks that are current	100%	100%

Goal: To ensure a properly classified workforce

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Review/Update 100 percent of job classes within the last five years	Percentage of job classes reviewed/updated	93%	100%

Goal: To provide a competitive hiring system which affords fair access to jobs

Performance Objectives	Performance Measures	2001 Actual	2002 Expected
Maintain at 2 percent or lower the percentage of full-time provisional employees	Percentage of full-time provisional employees	1%	1%

Strategic Priorities for 2003

From the Columbus Covenant:

Customer Service

The Civil Service Commission plans to utilize customer feedback to assess how well it is meeting the needs of city agencies.

The commission will continue to expand its on-line accessibility for both applicants and city agencies. In 2002, limited applications were available on-line. For 2003, the commission will expand this feature so all exam applications can be filed over the Internet.

Safety

The commission will continue to provide support necessary to hire police and fire personnel, including provision of eligibility lists that provide a steady pool of highly qualified candidates for both entry-level and promotional positions in public safety.

Peak Performance

The commission will continue to use performance management information to ensure that its objectives are being met.

Additional Departmental Priorities:

The commission will be implementing phase two of its 2001 strategic plan. The strategic plan is largely internal and works to fine-tune commission practices. For example, in 2002, all forms were reviewed for clarity and to make them easier to understand. Seven different committees are in place, each working on a list of action steps ranging from providing diversity training to making recommendations for rule modifications.

2003 Budget Issues

- The Civil Service Commission has enhanced services for applicants through the implementation of an on-line application process for city jobs and a simplified hiring system.
- The Civil Service Commission will continue to provide the services provided in the past but at a lower level. The department is still determining the impact of this lower level of service. No areas or functions are being completely eliminated. Savings will be achieved through a budget reduction of nine full-time positions. These budget reductions were determined by attrition of certain positions and seven full-time layoffs, however two laid off employees will be offered part-time positions. Certain services will continue to be provided through a contractual arrangement as necessary.

DEPARTMENT FINANCIAL SUMMARY					
DIVISION SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Civil Service Commission	\$ 3,243,140	\$ 3,239,912	\$ 3,031,724	\$ 2,977,942	\$ 2,743,612
TOTAL	\$ 3,243,140	\$ 3,239,912	\$ 3,031,724	\$ 2,977,942	\$ 2,743,612

DIVISION SUMMARY BY CHARACTER					
CIVIL SERVICE COMMISSION EXPENDITURES SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
Personnel	\$ 2,527,068	\$ 2,667,975	\$ 2,821,431	\$ 2,731,613	\$ 2,504,008
Materials & Supplies	24,072	27,324	27,897	27,604	27,897
Services	608,950	369,223	182,396	218,725	211,707
Other Disbursements	18	-	-	-	-
Capital	83,032	175,390	-	-	-
TOTAL	\$ 3,243,140	\$ 3,239,912	\$ 3,031,724	\$ 2,977,942	\$ 2,743,612

DEPARTMENT SUMMARY BY FUND					
FUND SUMMARY	2000 Actual	2001 Actual	2002 Appropriated	2002 Estimated	2003 Proposed
General Fund	\$ 3,243,140	\$ 3,239,912	\$ 3,031,724	\$ 2,977,942	\$ 2,743,612
TOTAL	\$ 3,243,140	\$ 3,239,912	\$ 3,031,724	\$ 2,977,942	\$ 2,743,612

DEPARTMENT PERSONNEL SUMMARY

DIVISION	FT/PT*	2000 Actual	2001 Actual	2002 Authorized	2003 Authorized
Civil Service Commission	FT	45	44	46	36
	PT	40	40	35	18
TOTAL		85	84	81	54

*FT=Full-Time PT=Part-Time

Note: Part-time numbers reflect peak levels of employees, not average staffing levels.

PROGRAM SUMMARY - CIVIL SERVICE COMMISSION

Program/Activity	Description	2002 Budgeted			2003 Budgeted		
		FT	PT	Proposed	FT	PT	Proposed
Administration	Oversees day-to-day Commission operations, provides support for Commission's hearing and appeals docket, processes and certifies police and fire classes, and provides fiscal support for the Commission.	8	1	\$ 660,526	8	-	\$ 693,598
Information Systems Unit	Maintains the citywide personnel records, accepts and reviews all job applications, processes appointment paperwork, certifies the bi-weekly city payroll, operates the testing center, and maintains the Commission's computer network.	9	-	478,392	7	-	429,007
Classification and Testing - Safety	Updates job classifications specification, conducts job analyses, develops tests and administers test for all sworn job classes and related safety classifications within the Division of Fire and Division of Police.	14	34	1,044,590	11	17	875,358
Classification and Testing - Non-Safety	Updates job classifications specification, conducts job analyses, develops tests, administers tests and conducts job audit for approximately 600 job classes citywide.	14	-	848,216	10	1	745,649
TOTAL		45	35	\$ 3,031,724	36	18	\$ 2,743,612